

**GEORGIA HOUSING AND FINANCE AUTHORITY**  
**60 Executive Park South, NE**  
**Atlanta, GA 30329**

**REQUEST FOR QUOTES ("RFQ")**  
**Issued February 8, 2021**

**CONSTRUCTION INSPECTION AND ANALYSIS SERVICES**

Responses **must** be submitted no later than 4:00 p.m. Eastern Standard Time,  
February 26, 2021.

**I. Statement of Purpose**

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") is seeking qualified Consultants to submit quotes for construction inspection and analysis services for projects located in the state of Georgia for compliance with required application criteria, local building codes, and applicable federal and state accessibility laws and regulations, including standards and practices for project monitoring and review. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of State government.

**II. Overview of DCA Financing Programs**

GHFA's Multifamily Housing Program ("Program") administers several financing programs designed to increase available affordable multifamily housing statewide.

- The DCA HOME Partnership Program provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans are often combined with an allocation of Georgia Federal and State Low Income Housing Tax Credits ("LIHTCs").
- The federal low income housing tax credit program which includes the allocation of 9% credits as well as the issuance of Letters of Determination for tax exempt properties seeking a 4% credit allocation.
- The Georgia National Housing Trust Program which provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans may be combined with an allocation of Federal and State LIHTCs.
- The DCA TCAP (Tax Credit Assistance Program) that provides low interest acquisition loans for Affordable Housing Properties. These loans may be combined with an allocation of Federal and State LIHTCs.

### III. Schedule of Events

The schedule of events\* for this RFQ is as follows:

Advertise RFQ	February 8, 2021
Responses Due (receipt by GHFA)	February 26, 2021 (by 4:00 PM EST)
Selected for Oral Presentations, Oral Presentations, and Confirmation of Scope of Services (if the Authority deems necessary)	March 15, 2021 – March 26, 2021
Announcement of Selected Consultants	No later than April 2, 2021

\* Dates are approximate and may change as needed.

### IV. Response Submittal Instructions

- A. The Response should be prepared in a straightforward and concise manner, detailing the Consultant's capabilities to satisfy the requirements of this RFQ.
- B. All Responses shall be submitted electronically to: [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com). Proposals submitted at or after 4:01 p.m. EST on February 26, 2021, will **not** be considered.
- C. All Responses must include a transmittal letter on the Consultant's stationery, signed by an individual who is authorized to bind the company to all statements in the Response and the services and requirements as stated in the RFQ. If any addendum or amendments have been issued to this RFQ, the Consultant shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the Authority will communicate all information regarding this RFQ. Please include the phone and facsimile numbers and e-mail addresses for this individual. The transmittal letter should clearly state that the Quote is in response to the Construction Inspection and Analysis Services RFQ.
- D. Responses may not exceed ten (10) pages, excluding the cover letter, certification statement and attachments/exhibits. Additional pages or extra material will not be reviewed.
- E. If there are any questions related to this RFQ, please send them via email to [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com). All questions are due by February 22, 2021 by 4:00 p.m. EST. Phone calls will not be accepted.
- F. All questions and answers will be posted on DCA's web page at:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc/other-requests>

Only written responses or statements posted on the website shall be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA.

- G. Responses will be evaluated based upon the responses to the specific items outlined in the “Response Content Requirements.” Although the Authority reserves the right to contact respondents and ask them for required information omitted from the Response, any Response that omits requested information or exceeds requested parameters may be rejected as non-responsive.

## **V. Minimum Qualifications**

The following qualifications must be met to be considered for contract award:

- A. The Consultant shall have at least five (5) years of experience, including recent experience within the last five (5) years, providing construction inspection and analysis services for multifamily rental housing properties; and
- B. Any key personnel assigned to the Contract shall have a minimum of three (3) years of recent experience providing construction inspection and analysis services for multifamily rental housing properties.

## **VI. Scope of Services Under this RFQ**

If selected, the Consultant will be required to provide construction inspection and analysis services for HOME, 9% LIHTC, and Bond/4% LIHTC projects of varying sizes located across the State. Consultants may submit responses and pricing for any number of the following services and regions (Note each service has a separate Scope of Work as shown on the attached Exhibits).

- A. Exhibit A: 4%/9% LIHTC funded projects’ construction inspections
- B. Exhibit B: HOME funded projects’ construction draw request review  
Inspections to be performed monthly during the construction prior to the general contractor’s application for payment.
- C. Exhibit C: Davis Bacon Compliance (HOME funded projects)  
Interviews shall be performed during required HOME inspections to ensure compliance with Davis Bacon and related Acts.

Consultant will be required to issue a report fully describing the results of its inspection. Please note that at some point prior to or during the first year of a future contract, DCA will adopt a digital platform or application for reporting the results of an inspection. Consultant would be responsible for assuming the costs associated with installing and maintaining any necessary software, application, or equipment. The software is currently only compatible with Microsoft OS.

## **VII. Response Content Requirements**

All Responses must contain the following information and relevant documentation in the order outlined below:

### **A. Minimum Qualifications**

The Consultant shall demonstrate that it meets the qualifications outlined in Section V.

### **B. Executive Summary – Scope of Work**

The Consultant shall condense and highlight the contents of the Response in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Consultant’s understanding of the contents of the RFQ and of how the Consultant’s proposal meets the scope of services outlined.

### **C. Summary of Experience and General Capability**

1. Experience. The Consultant shall provide an overview of its experience rendering services similar to those outlined in Section VI and the relevant exhibits of this RFQ and how that experience is relative to this RFQ. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to this Contract. Resumes, brochures and other relevant documentation may be included in this section.

Section should include a listing of multifamily rental housing projects for which Consultant has performed construction inspections within the past three (3) years. This listing should include a summary concerning the value of the project, number of units, whether the project is a new construction or rehab, type of ownership, source of financing, and whether the project was assisted with Government funding.

Include a copy of any applicable license(s).

2. References. The Consultant must provide the names, addresses, telephone numbers and contact persons of three (3) current clients or clients from the past three years for whom similar services required by

this RFQ were performed. GHFA reserves the right to contact any known current or former client.

3. Sample electronic copies of reports applicable to the services proposed (e.g. construction inspection, draw request review) that your firm has completed in the last twelve (12) months for a multifamily housing development must be submitted. A development with Low Income Housing Tax Credits and/or HOME funds is preferable. If the sample copy of a complete report meeting these requirements has previously been submitted to DCA, Consultant should state so in written form and provide the DCA project name and number.

#### **D. Work Plan**

The Consultant shall provide a work plan presenting how the services described in this RFQ shall be provided by the Consultant should the Consultant be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The Consultant's understanding of the services to be provided.
2. The Consultant's approach to managing the performance of work including, overall organization, and support resources.
3. The tasks and methods to be utilized in completing the required services described in Section VI of this RFQ.

#### **E. Key Personnel**

Identify the specific key individuals being designated in this Response for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI and the relevant exhibits of this RFQ. If the personnel are not employees of the Consultant, indicate the relationship with the Consultant and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;
2. Relevant general experience;
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V.

Should the Response be accepted by GHFA, these designated individuals will be the only ones authorized pursuant to contract to provide the Construction Inspection and Analysis Services set forth in this RFQ.

**F. Conflict of Interest**

Consultants shall consider any conflicts of interest which presently exist or which may arise if the Consultant is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

If during the term of the Contract the Consultant becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Consultant shall disclose same, in writing, within five (5) business days from the time the Consultant becomes aware of the relationship. It shall be the Consultant's Administrator's responsibility to determine whether or not the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

Describe any facts that may create a conflict of interest with your firm's services under this RFQ.

**G. Price Proposal**

A description of pricing for each of the services outlined in the Scope of Work should be provided. The price proposal should be as detailed as possible to enable GHFA to appropriately budget for services under this RFQ.

**VIII. Non-Binding Request for Proposal**

The expectations, plans, and requests expressed in this RFQ are not to be considered a commitment or contract in any way. In addition, this RFQ does not in any way obligate GHFA to pay any costs incurred in the preparation or mailing of a Response.

**IX. Reservation of Rights**

In connection with this RFQ, and the services to be provided by the Consultant selected pursuant to this RFQ, the Authority reserves the right to:

- A. cancel this solicitation at any time;
- B. reject any or all proposals;
- C. waive minor deficiencies and informalities;

- D. request additional information from individuals or firms prior to final selection;
- E. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the appraisers; and
- F. amend or modify this RFQ to include additional services

**X. Georgia Open Records Act and Program Accessibility**

- A. **Georgia Open Records Act.** The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 *et. seq.*) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFQ is subject to the Georgia Open Records Act. By submitting a response to this RFQ, firms acknowledge that this RFQ is subject to the Georgia Open Records Act.

- B. **Accessibility.** GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com) if any reasonable accommodations are required. For example, Consultants that respond to this RFQ should contact [OHFRFP@gadca.onmicrosoft.com](mailto:OHFRFP@gadca.onmicrosoft.com) at least one day in advance if they require special arrangements when attending the Oral Presentations.

**XI. Evaluation Process**

DCA will designate a review committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will evaluate the Responses in accordance with this RFQ. The Evaluation Committee will conduct their evaluation of the Technical Responses received on the basis of the following criteria in descending order of importance:

- A. Minimum Qualifications
- B. Experience and General Capability
- C. Work Plan
- D. Key Personnel
- E. Executive Summary

F. Pricing

G. Conflict of Interest

H. Certification Statement (Threshold):

MSRB Rule G-37 (Threshold)

Drug-Free Workplace (Threshold)

Immigration Reform and Control Act (Threshold)

Please note that the items marked as “Threshold” must be met or the Response will be disqualified and not scored.

## **XII. Selection and Award**

Any contract award(s) resulting from this RFQ will be made to the lowest, responsive and responsible Consultant(s) receiving an acceptable score as determined by DCA ranking criteria and with whom the Authority has reached agreement on all contract terms and conditions. DCA reserves the right to select one or more Consultants for award and to award all items to one or more Consultants, individual line items to one or more Consultants, or subcategories of products/services to one or more Consultants when to do so is in the best interests of the State of Georgia.

Unless this RFQ states otherwise, the resulting award of the contract does not guarantee volume or a commitment of funds.

## **XIII. Contract Term**

The Contract resulting from this RFQ shall commence after all appropriate State approvals have been obtained and shall extend for a period of one (1) year. The initial term may be extended by agreement of the parties for three additional one (1) year terms.

## **XIV. Miscellaneous**

**Insurance Requirements.** If awarded a contract, Consultant must show proof of professional liability/errors and omissions insurance. The limit of liability for such coverage shall be no less than \$1 million per occurrence. The Consultant, its directors, officers, and key individuals being designated in this Proposal shall be named as “additional insureds” under such policy. Consultant shall also demonstrate proof that it maintains current workers’ compensation insurance.



**Criminal/Credit Background Check Authorization.** Consultant, its directors, officers, officers and any key personnel designated to work on this Project may be subject to credit and criminal background checks. By submitting a Proposal, Consultant understands and agrees that authorizations will be furnished to DCA upon request to allow these checks to be performed.

**Delinquent Taxes.** Consultant must certify for DCA that it does not owe any unpaid taxes to the Georgia Department of Revenue ("GDR"). DCA reserves the right to obtain an authorization from the Consultant to check its tax status in Georgia. DCA will not enter into a Contract for professional services with Consultant if 1) delinquent taxes are owed to GDR, and 2) no written arrangement exists as of the date of this RFQ to pay them.

**Identity of Interest.** Consultant must disclose any identity of interest with:

1. any member, officer or employee of DCA; and
2. the owner, developer, or manager of any DCA funded affordable housing project.

**Debarment or Suspension.** Consultant must disclose whether Consultant has ever been debarred or suspended from any local, state, or federal housing program.

**Minority and Women's Business Enterprises.** Proposer should disclose status as MBE/WBE and submit the applicable certification documentation.

## **XV. List of RFQ Attachments**

The following documents make up this RFQ:

- A. RFQ (this document)
- B. Exhibit A – 4%/9% LIHTC Scope of Work
- C. Exhibit B – HOME Projects Construction Draw Request Inspection Scope of Work
- D. Exhibit C – HOME – Davis Bacon Compliance Scope of Work
- E. Appendix A – Inspection Checklist for 9% Tax Credit, 4% Tax Exempt Bonds, and HOME Projects
- F. Appendix B – Report Format for Project Inspections

## **XVI. Certification Statements**

**Drug Free Workplace.** Firm must certify that a drug-free workplace will be provided for the contractor's employees during the performance of any contract resulting from the RFQ.

**Immigration Reform and Control Act.** Firm must warrant that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law. DCA will maintain on file the driver's license and the Immigration and Security Affidavit of the person who is authorized to enter into and sign this contract for Services.

The following shall be signed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

☐ Yes            ☐ No

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFQ."

☐ Yes            ☐ No

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

☐ Yes            ☐ No

4. "I agree to abide by all conditions of this RFQ and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFQ."

☐ Yes            ☐ No

[Signature on next page]

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Company Name

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Authorized Signature

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Printed Name

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Title

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Date

**EXHIBIT A**  
**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS**  
**CONSTRUCTION INSPECTION SERVICES**  
**SCOPE OF WORK**

**FUNDING SOURCE(S):**  
4% and 9% LIHTC Projects  
*(no other DCA resources)*

**I. SERVICES:**

- A. This document details the purpose, timing, level of inspection, sampling requirements, and report format for Georgia Department of Community Affairs Office of Housing Finance and Development (HFD) Construction Inspections.
- B. A scope of work is provided below for each type of inspection required under the 9% and 4% LIHTC PROJECTS: Interim, Final, Final follow-up, and Monthly (for 2021 and later projects).
- C. The Consultant will be required to render services in the area of construction inspection at different times during the construction process:

1. Interim	30%-60% construction complete
2. Final	100% construction complete, including punch list items
3. Final follow-up	After final inspection; <b>If necessary, as directed by DCA</b>
4. Monthly (for 2021 and later projects)	1%-100% construction completion

- D. It is expected one Consultant will perform all inspections on each assigned project.
- E. DCA shall provide the Consultant the following information after execution of the Contract:
  - 1. Application for Funding
  - 2. Pre-application architectural waivers, where applicable
  - 3. File correspondence, where pertinent
  - 4. Conceptual Site Development plan
- F. Consultant will be responsible for obtaining the following information directly from the development team, as needed:
  - 1. Construction drawings
  - 2. Specifications
  - 3. Project Schedule

4. Accessibility plan review
5. Schedule of Values
6. Physical Needs Assessment/Scope of work narrative (rehab only)
7. Owner/contractor agreement

## II. INTERIM INSPECTION

### A. Purpose

1. DCA monitors the construction of multifamily properties funded with 9% Tax Credit and 4% Tax-Exempt Bond Low-Income Housing Tax Credits (LIHTC) to verify that the properties meet Program requirements with the goal of encouraging best practices in construction and identifying barriers to timely project completion.
2. The Interim Inspection will verify the progress of construction activities in accordance with these DCA timelines and DCA Architectural Standards.

### B. Timing of Inspections

1. Interim -Conducted midway through construction at 30 – 60% construction completion, the Consultant is engaged by the DCA Construction Manager Specialist once ready for the interim inspection.
2. The Consultant should review the Commencement Submission and recently executed AIA pay application or contractor requisition form to optimize the collection of information for completing the Interim Inspection Checklist.

### C. Scope of Services

1. Perform an independent on-site inspection to observe the status of the entire construction project. This inspection will include walking the entire project.
2. Report verbally, or by email to DCA within 48 hours of the completion of the inspection, if any issues or concerns are noted.
3. *One (1) copy, unbound, double-sided* of the written Report with photographs shall be submitted to DCA within 7 calendar days of the inspection.
4. An electronic copy of the Report is required to be submitted to:  
[hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov).

### D. Report Format

1. Cover Sheet:
  - a. DCA project number
  - b. DCA project name
  - c. project address
  - d. date of inspection
  - e. name of inspector and inspection company
2. Site Observations:
  - a. Weather conditions under which the inspection was performed

- b. Name, title, and contact phone number of all personnel interviewed and/or contacted on the site.
  - c. Narrative regarding all work to date and work in progress on site including configurations of the buildings and units, amenities, condition of the property, and any other observations that may pertain to the property and conditions.
- 3. Progress:
  - a. Provide an approximate percentage of work complete.
  - b. Determine contractor's projected completion date.
  - c. Provide an opinion of the likelihood of completing construction by the deadline set forth under the program.
- 4. Quality/Compliance:
  - a. Comment on the condition of the development as a whole and whether the project represents accepted standards of good workmanship.
  - b. Review the completed work, and ensure it is in compliance with all available project information including:
    - i. Plans and specifications
    - ii. Physical needs assessment and work scope (if applicable)
    - iii. DCA Application
    - iv. DCA Architectural Standards including the Amenities Guidebook.
  - c. Identify any discrepancies, deficiencies or problems including, but not limited to:
    - i. poor workmanship
    - ii. substitutions in materials/components
    - iii. building code violations
    - iv. health and life safety violations
    - v. failure to meet the original work scope
    - vi. failure to meet the DCA Architectural Standards.
  - d. Note: While compliance with accessibility regulations is not specifically part of the scope of the inspections, glaring violations should be noted.
- 5. Photographs: Provide enough photographs to provide a comprehensive picture of work to date on site. A clear visual representation of the property is expected. Provide specific pictures of all discrepancies or deficiencies. There is no limit to the number of photographs to be attached.

### III. FINAL INSPECTION

#### A. Purpose

- 1. DCA monitors the construction of multifamily properties funded with 9% Tax Credit and 4% Tax Exempt Bonds Low-Income Housing Tax Credits (LIHTC) to verify that the properties meet Program requirements with the

goal of encouraging best practices in construction and identifying barriers to timely project completion.

2. The Final Inspection will verify the compliance of the completed project with all available project information including:
  - a. DCA Application
  - b. DCA Architectural Standards including the Amenities Guidebook.  
Copies of the Architectural Standards and Amenities Guidebook are available on DCA's website:  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2017docs.asp>
  - c. Plans and specifications
  - d. Final Inspection Submission
  - e. Physical needs assessment and work scope (if applicable)

#### B. Timing

The Final Inspection will be conducted as directed by DCA. The Consultant is encouraged to contact the appropriate parties for progress updates to get an idea of the final completion date, but consent from DCA is required before scheduling the Final Inspection.

#### C. Scope of Services

1. Perform an independent on-site inspection to observe the status of the entire construction project. This inspection will include walking the entire project.
2. Unit Sampling Requirements:
  - a. The greater of 5% of total unit count or 5 units.
  - b. Units must be selected at random by the Consultant on the day of the inspection in order to verify the consistency of work scope.
3. Report verbally, or by email to DCA within 48 hours of the completion of the inspection.
4. *One (1) copy, unbound, double-sided* of the written Report with photographs shall be submitted to DCA within 10 calendar days of the inspection.
5. An electronic copy of the Report is required to be submitted to:  
[hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov).

#### D. Report Format

1. Complete the Final Inspection Checklist, attached as **Appendix A**.
2. Comments:  
Provide a narrative at the end of the checklist that addresses the following:
  - a. Is the work in place representative of the work scope and the dollar amount of the construction contract?
  - b. Is the work in place above, below, or adequately meets industry accepted standards of good workmanship?

- c. Clearly list any discrepancies, deficiencies or problems including, but not limited to:
    - i. poor workmanship
    - ii. substitutions in materials/components
    - iii. building code violations
    - iv. health and life safety violations
    - v. failure to meet the original work scope
    - vi. failure to meet the DCA Architectural Standards.
- 3. Photographs:
 

There is no limit to the number of photographs to be attached. A clear visual representation of the property is expected. At minimum, provide the following photographs with the Final Report:

  - a. One photograph of each interior and exterior amenity
  - b. Site entrance
  - c. Representative portion of building exterior(s)
  - d. Photographs of discrepancies/issues detailed in the Report
- 4. Appendices:
  - a. Final Application for Payment (retainage)
  - b. Map and Site plan of the property

#### IV. FINAL INSPECTION FOLLOW-UP

##### A. Purpose

- 1. DCA monitors the construction of multifamily properties funded with 9% Tax Credit and 4% Tax Exempt Bond Low-Income Housing Tax Credits (LIHTC) to verify that the properties meet Program requirements with the goal of encouraging best practices in construction and identifying barriers to timely project completion.
- 2. The Final Inspection Follow-up will verify that issues identified in the consultant's Final Inspection Report have been satisfactorily addressed by the owner. The Final Inspection Follow-up will occur only at the written direction of DCA.

##### B. Timing

The Final Inspection Follow-up will occur at DCA direction after the owner and manager of the property have had adequate time to address the issues detailed in the Final Inspection Report.

##### C. Scope of Services

- 1. Perform an independent on-site inspection.
- 2. Report verbally, or by email to DCA within 48 hours of the completion of the inspection.
- 3. *One (1) copy, unbound, double-sided* of the written Report with photographs shall be submitted to DCA within 7 calendar days of the inspection.



4. An electronic copy of the Report is required to be submitted to:  
[hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov).

D. Report Format

1. Cover Sheet
  - a. DCA project number
  - b. DCA project name
  - c. project address
  - d. date of inspection
  - e. name of inspector and inspection company
  - f. physical conditions under which the inspection was performed (weather)
  - g. name, title and contact phone number of all personnel interviewed and/or contacted on the site.
2. Repair Work Completed
  - a. Provide a narrative of the work completed after the Final Inspection to address the issues.
  - b. Provide an opinion as to whether the work satisfactorily addresses the problem(s).
  - c. Provide a list of any issues that remaining unsatisfactorily resolved.
3. Photographs
  - a. Provide photographs of repaired/remedied items.
  - b. Provide photographs of unacceptable repairs/outstanding items.

V. Monthly Inspections (2021 projects and later)

A. Purpose

1. DCA monitors the construction of multifamily properties funded with 9% Tax Credit and 4% Tax-Exempt Bond Low-Income Housing Tax Credits (LIHTC) to verify that the properties meet Program requirements with the goal of encouraging best practices in construction and identifying barriers to timely project completion.
2. The Monthly Inspections will verify the progress of construction activities in accordance with these DCA timelines and DCA Architectural Standards.

B. Timing of Inspections

1. Monthly -At least one inspection shall be conducted monthly, the first beginning at 1% of construction completion and last at 100% construction completion. It is the responsibility of the Consultant to contact the appropriate parties to schedule the monthly inspections. The specific timing is left to the determination of the Consultant. The Consultant should review the Construction 60 Day and Commencement Submissions to optimize the collection of information for completing the Monthly Inspection.

C. Scope of Services

1. All Owners must contract with DCA-approved inspectors to perform monthly inspections and complete reports in accordance with the DCA inspection report form. Reports must address any concerns pertaining to construction quality, safety, and progress. Reports for rehabilitation projects must also address any concerns pertaining to resident safety and treatment of resident belongings. DCA reserves the right to request such reports, but these need not be submitted monthly to DCA.
2. The DCA inspector must approve all draw requests.
3. All inspection costs are the responsibility of the Owner.
4. Issues identified in a monthly inspection report related to site safety, resident safety, and treatment of resident belongings must be resolved within 48 hours.
5. Issues identified in a monthly inspection report related to construction quality must be resolved within 3 months.
6. An electronic copy of the Report is required to be submitted to:  
[hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov).

#### D. Report Format

1. Cover Sheet:
  - a. DCA project number
  - b. DCA project name
  - c. project address
  - d. date of inspection
  - e. name of inspector and inspection company
2. Site Observations:
  - a. Weather conditions under which the inspection was performed
  - b. Name, title, and contact phone number of all personnel interviewed and/or contacted on the site.
  - c. Narrative regarding all work to date and work in progress on site including configurations of the buildings and units, amenities, condition of the property, and any other observations that may pertain to the property and conditions.
3. Progress:
  - a. Provide an approximate percentage of work complete.
  - b. Determine contractor's projected completion date.
  - c. Provide an opinion of the likelihood of completing construction by the deadline set forth under the program.
4. Quality/Compliance:
  - a. Comment on the condition of the development as a whole and whether the project represents accepted standards of good workmanship.

- b. Review the completed work, and ensure it is in compliance with all available project information including:
  - ii. Plans and specifications
  - iii. Physical needs assessment and work scope (if applicable)
  - iv. DCA Application
  - v. DCA Architectural Standards including the Amenities Guidebook.
- c. Identify any discrepancies, deficiencies or problems including, but not limited to:
  - i. poor workmanship
  - ii. substitutions in materials/components
  - iii. building code violations
  - iv. health and life safety violations
  - v. failure to meet the original work scope
  - vi. failure to meet the DCA Architectural Standards.
- d. Note: While compliance with accessibility regulations is not specifically part of the scope of the inspections, glaring violations should be noted.
- i. Photographs: Provide enough photographs to provide a comprehensive picture of work to date on site. A clear visual representation of the property is expected. Provide specific pictures of all discrepancies or deficiencies. There is no limit to the number of photographs to be attached.

**EXHIBIT B**  
**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS**  
**CONSTRUCTION INSPECTION SERVICES**  
**SCOPE OF WORK**  
**FUNDING SOURCE(S):**  
HOME Projects

- I. A scope of work is detailed below for monthly inspections required for disbursement of HOME funds.
- II. Monthly inspection services will verify that the amount requested from the general contractor each month is appropriate for the work in place and that construction is progressing in accordance with GHFA/DCA timelines and Architectural Standards for quality of work. Reference the following for GFHA/DCA standards applicable to this project
  - A. Qualified Allocation Plan
  - B. Architectural Manual
  - C. Architectural Submittal Instructions
  - D. Amenities Guidebook
  - E. Accessibility Manual
  - F. Environmental Manual
  - G. Rehabilitation Guide
- III. A report must be submitted in the format outlined in **Appendix B**.
- IV. Consultant shall assist GHFA/DCA in evaluating the construction of the project and all draw requests and make itself available for GHFA/DCA as often as reasonable and necessary to advise and discuss with GHFA/DCA its observations and conclusions.
- V. It is expected one Consultant will perform all inspections on each assigned project.
- VI. GFHA/DCA shall provide the Consultant the following information after execution of the Contract:
  - A. Current Qualified Allocation Plan
  - B. Current Architectural Manual

C. Current Architectural Submittal Instructions

- VII. The Consultant is responsible for securing the following from the development team:
  - A. Owner/Contractor agreement
  - B. Schedule of values
  - C. Project schedule
  - D. Construction drawings
  - E. Specifications
- VIII. Site visit must occur in every month that the general contractor submits an application for payment except loan closing.
- IX. Consultant shall attend monthly draw meetings conducted by the owner, contractor, and architect.
- X. This site visit shall be performed within 3 business days of receipt of the Borrower's draw request.
- XI. Report by email to DCA within 48 hours of the completion of the inspection.
- XII. *One (1) copy, unbound, double-sided* of the written Report with photographs shall be submitted to DCA within 5 business days of the inspection.
- XIII. *One (1) electronic copy, in PDF format*, shall be submitted to [hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov), in addition to the hard copy.

**EXHIBIT C**  
**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS**  
**HOME – DAVIS BACON COMPLIANCE**  
**SCOPE OF WORK**

- I. The Davis Bacon and Related Acts requires that contractors on federally funded or assisted contracts for construction or repair pay their laborers and mechanics no less than the locally prevailing wages and fringe benefits for corresponding work. DCA ensures compliance to Davis Bacon by comparing these employee interviews and observations with certified payrolls. A scope of work is detailed below for interviews required for Davis Bacon Compliance.
- II. Consultant shall perform between two (2) and four (4) “Davis Bacon” interviews, lasting ½ hour of time each on average, at two separate stages during the construction process. Interviews shall be performed on two separate visits during the required HOME inspections, at Consultant’s discretion.
- III. Consultants shall interview laborers or mechanics from the range of trades on site during the visit. Interviews shall include consultant observations of work performed by the employee during the visit, as well as responses from employees themselves. Form HUD-11 should be completed to the extent possible.
- IV. Interviews shall be submitted within 48 hours of completion on the appropriate Form HUD-11. Electronic copies of interviews shall be submitted to [hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov).
- V. Consultant shall perform the Davis Bacon interviews for a cost of \$175 per two interviews, estimating approximately 30 minutes per interview. Where DCA requests interviews to be performed outside of required monthly inspections (when Consultant is already on site), a separate trip charge would be charged, which is based upon \$75 per hour travel time from the home office.
- VI. Invoice for services should be submitted directly to [hfdconstructionservices@dca.ga.gov](mailto:hfdconstructionservices@dca.ga.gov) upon the completion of services.

**APPENDIX A**

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS**

**Office of Affordable Housing**

**Inspection Checklist**

**PART I: PROJECT INFORMATION**

Project #					DCA Funding Sources (check all that apply):			
Project name					<input type="checkbox"/> HOME/NHTF			
City					<input type="checkbox"/> 9% tax credit			
					<input type="checkbox"/> 4% tax credit/bond			
New or rehabilitation?					Tenancy characteristics:			
# units (field verify)					<input type="radio"/> HFOP			
# residential buildings (field verify)					<input type="radio"/> Elderly (Senior)			
# parking spaces					<input type="radio"/> Family			
Site acreage					<input type="radio"/> Special Needs			
# each bedroom type (field verify)	1 BR		2BR		3BR		4BR	
Original Contract Cost								
Final Construction Cost (original contract plus change orders) (attach copy of final Application for Payment)								
Time & date of site visit								
Inspector Name								
Inspection Company								
Persons contacted & met on site								

Unit #s Inspected.	
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## PART II: VERIFICATION OF DCA DESIGN STANDARDS

### AMENITIES

*Directions to consultants: write N/A when not applicable, see applicable year QAP for full requirements.*

Site Amenities	Installed?
• Community room or building	
• Exterior gathering area (gazebo or covered porch on community building)	
• On-site laundry (1 washer & 1 dryer / every 25 units) *If washers & dryers are installed and maintained in every unit at no additional cost to tenants, an on-site laundry is not required.	
• Additional Site Amenities  The number of amenities required depends on the total unit count:  1-125 units = 2 additional amenities  126 + = 4 additional amenities  (See DCA AMENITIES AND DESIGN OPTIONS RE-CERTIFICATION form for the additional amenities certified to provide prior to construction)	
• (required for Elderly & HFOP only) Buildings more than two story construction must have interior furnished gathering areas in several locations in the lobbies and/or corridors	
• (required for Elderly & HFOP only) 100% of the units are accessible and adaptable	
• (required for Elderly & HFOP only) If more than one story: elevator ; more than 2 floors: gathering places	
<b>Unit Amenities</b>	
• HVAC	
• Stove	
• EnergyStar Refrigerator	
• EnergyStar Dishwasher	
• Microwave	



<ul style="list-style-type: none"> <li>• Powder-based fire suppression canister under range hood or electronically controlled solid cover plates over stove burners</li> </ul>	
<ul style="list-style-type: none"> <li>• EnergyStar Washing Machines *applicable when installed in unit</li> </ul>	

## SUSTAINABILITY

### Directions to consultants:

- All elements are required unless a green building certification from LEED, EarthCraft, or Enterprise Green Communities is provided. See the applicable QAP year for full policy reference.
- All projects 2019 and later are required to have Sustainable Building Certification, see applicable QAP year for full policy reference.
- 2021 projects required to have sign off from qualified professional in addition to Sustainable Building Certification, see applicable QAP year for full policy reference.

	Installed?
<ul style="list-style-type: none"> <li>• Bath fans: Comply with Energy Star specifications for sound level and minimum efficiency based on CFM size. Connect fans to the light switch or provide fans with motion sensor;</li> </ul>	
<ul style="list-style-type: none"> <li>• Lighting: 80% fluorescent</li> </ul>	
<ul style="list-style-type: none"> <li>• Community Laundry: Energy Star washing machines</li> </ul>	
<ul style="list-style-type: none"> <li>• Low VOC wall and floor finishes</li> </ul>	
<ul style="list-style-type: none"> <li>• Water heaters: Comply with Energy Star Qualified Homes, Version 3 National Program Requirements for Efficiency Factor.</li> </ul>	
<ul style="list-style-type: none"> <li>• Plumbing fixtures in all units: <ul style="list-style-type: none"> <li>• shower heads &lt;2.25 gpm</li> <li>• bathroom faucets &lt;1.5 gpm</li> <li>• kitchen &lt;2.0 gpm</li> <li>• toilet &lt;1.28 gpf</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Measured duct and building envelope leakage. Verification by certified HERS rater of an HVAC system duct leakage rate and dwelling unit air infiltration rate that meets or exceeds the Energy Star Qualified Homes, Version 3 National Program Requirements for the appropriate project specific climate zone (the duct leakage rate for all climate zones in Georgia is &lt; 4 cfm/100 square feet; dwelling unit air infiltration rate to outdoors for climate zone 2 is an ACH 50 of 6 and for climate zones 3 and 4 is an ACH 50 of 5. For units 1200 SF and smaller, Envelope Leakage Ratio (ELR50) of .3 CFM50 per SF of building envelope may be used in lieu of ACH50.). Verification testing must follow the Energy Star testing protocol. If the project is not seeking a green building certification, test reports verifying compliance must be submitted at either the LIHTC final certification or HOME Loan final construction draw, whichever comes first. Projects that plan to utilize Packaged Terminal Air Conditioners (PTAC's) or ductless mini-splits for all units are exempt from the duct leakage requirement. <b>(ONLY APPLICABLE AT 100% INSPECTION) **NEW CONSTRUCTION ONLY**</b></li> </ul>	

<ul style="list-style-type: none"> <li>Rehab units are required to achieve a 20% improvement over existing conditions based upon pre-rehabilitation duct leakage and air dwelling unit air filtration rates. To arrive at the pre-rehabilitation leakage rates, a sampling of units, that includes one of each unit type in its various configurations within the property, must be have pre-rehabilitation duct leakage and dwelling unit air infiltration performance testing, utilizing RESNET approved performance testing methodologies, conducted upon them prior to the rehabilitation of the property. Adaptive Re-Use will be considered under new construction standards.**<b>REHAB ONLY</b>**</li> </ul>	
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## PROJECT DESIGN

*Directions to consultants:*

- write N/A when not applicable;
- See DCA AMENITIES AND DESIGN OPTIONS RE-CERTIFICATION form for the Project Design Options certified to provide prior to construction

Exterior Wall Finishes (1 of the following:)	Pre-Construction Promised?	Post-Construction Installed?
<ul style="list-style-type: none"> <li>Exterior wall faces must have an excess of 40% brick or stone on each of the total wall surfaces. This is applicable to all sides of the buildings including the front wall face, each side's wall face and the rear wall face of the buildings. On all exterior walls the brick/stone must extend to all areas of grass, landscaping and other areas of soil or mulch.</li> </ul>		
<ul style="list-style-type: none"> <li>For the rehabilitation of buildings that are eligible for historic preservation credits, maintain and, if necessary, replace with matching materials, the existing or original exterior finish surfaces including the front wall face, rear wall face and both side wall faces.</li> </ul>		
<ul style="list-style-type: none"> <li>For the rehabilitation of buildings that do not have existing brick or stone in excess of 40% (and are not eligible for historic credits), replace and upgrade the existing exterior finish surfaces on all wall faces including the front wall face, rear wall face and both side wall faces with brick or a product that provides a 40 year warranty.</li> </ul>		
<ul style="list-style-type: none"> <li>For single story buildings, the total building envelope shall have 35% minimum brick coverage; remaining 65% must be fiber cement siding or 40 year warranty product.</li> </ul>		
<b>Major Building Component Materials and Upgrades (1 of the following:)</b>		
<ul style="list-style-type: none"> <li>Fiber cement siding or other 40 year warranty product exterior wall surfaces not already required to be brick (Rehabilitation projects that do not propose adding 40% brick or maintaining existing 40% brick are not eligible for this option.)</li> </ul>		

<ul style="list-style-type: none"> <li>Upgraded roofing shingles, or roofing materials (warranty 30 years or greater)</li> </ul>		
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Comments:

**APPENDIX B**  
**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS**

**Report Format**

**Appendix A**

- All information in italics inside brackets indicates directions for what should be included in the section. The directions should not appear in the report.

**GA DCA HOME #\_\_[xxx]**  
**[Project Name]**  
[Project Street Address]  
[City], [State] [Zip Code]

Inspection Date: \_\_\_\_\_, 202\_\_

Inspected by:  
[Inspector's Name]  
[Inspector's Company]

Report Date: \_\_\_\_\_, 202\_\_

[Company project # or other company information]

## TABLE OF CONTENTS

- 
- I. Project Description
  - II. Draw Summary
  - III. Site Observations
  - IV. Change Orders
  - V. Schedule
  - VI. Other (Stored Materials & Testing)
  - VII. Photographs
  - VIII. Copy of current AIA

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## I. PROJECT DESCRIPTION

Owner: [Ownership Entity] Developer:  
[Development Company]  
Contractor: [General Contractor Company]  
Architect: [Architectural Firm]

### Unit Amenities--application requirements:

[list all unit amenities proposed in the application]

### Site Amenities:

[list all community building and site amenities proposed in the application]

### Energy Efficiency:

[list all energy efficiency components detailed in a memo provided by DCA]

### Project Description:

[Insert narrative that includes the following information:

- New construction or rehabilitation (or both)
- # of buildings and a description of the style of building (for example: garden style, mid-rise, etc.)
- Unit mix (number of each type of bedroom/bath configuration)
- # of stories in the residential buildings
- # of units
- # of acres
- # of units designated for the audio/visual impaired
- # of units designated for the mobility impaired
- # of parking spaces
- # of HC parking spaces
- # of elevators (where applicable)
- Describe the general construction of the building systems including the foundations, framing, roofing, exterior sheathing/cladding, sprinkler system if applicable
- Describe typical interior finishes
- Generally describe site, grading operations, storm water detention provisions, site utilities work
- Describe any unique features
- Describe the sequencing of work (how many buildings at one time, etc)

- If rehab, describe the proposed work scope including the extent of site work, framing, drywall, plumbing, hvac, roofing, cladding, and unit finishes replacement, sprinkler system if applicable
- Indicate whether the scope of work is the same in every unit
- Indicate how the work will be staged (around tenants? Tenants relocated? As units become available, as buildings become available?)]

## II. DRAW SUMMARY

Date of Application	
AIA #	
% complete	
Original Contract Amount	
(+) Change Orders (*see section XX for descriptions)	
( = ) Current Contract Amount	
Work Complete to Date	
(-) Retainage	
(-) Previous Payments	
<b>(=) Current Amount Due</b>	
<b>Current Amount Recommended</b>	
DCA Construction Contingency	

Is retainage per the contract? [yes or no; if no, explain]

### III. SITE OBSERVATIONS

Inspection Conditions: [time, weather, approx. temp]

List personnel met on site: [personnel names] Trades on  
site: [list trades on site during inspection]

Progress:

[insert narrative]

Are there any issues with the following:	Y/N (if Y, provide description)
1. industry standards of good workmanship	
2. substitutions in materials/components	
3. violations of building or fire and life safety codes (*code compliance is not the legal responsibility of monthly construction consultant; however, obvious violations should be noted)	
4. plans and specifications	
5. physical needs assessment and work scope (rehabilitation projects only)	
6. DCA Application	
7. DCA Architectural Standards	
8. DCA Accessibility Standards (*project wide accessibility compliance is not the legal responsibility of monthly construction consultant; however, obvious violations should be noted)	



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**IV. CHANGE ORDERS**

<b>Change Order #</b>	<b>Date</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Reasonable cost? [y/n]</b>	<b>Days added to schedule</b>

Potential Change Orders:

[Describe the inspector's knowledge of pending change orders or additional work for which a change order should be submitted.]

[insert narrative]

## V. SCHEDULE

Construction start	
Construction duration (per contract)	
(+) Days added by change order	
(=) Revised contract duration	
(-) Days elapsed	
(=) Days remaining to contract deadline	
% of contract time elapsed	
DCA deadline	12/31/2017

Building #	Start date	Projected completion date	Actual CO date
1			
2			
3			
[inset rows as necessary]			
Community building			

Schedule Commentary:

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[Comment on the general contractor's ability to complete construction within the remaining contract duration]

[Comment on the general contractor's ability to complete construction within DCA's statutory time frame.]

## **VI. OTHER**

### **Testing**

Concrete testing reports reviewed this period? [Yes/No]  
Adequate? [Yes/No]

Soil testing reviewed this period? [Yes/No]  
Adequate? [Yes/No]

Other? [describe as applicable]

### **Stored materials**

DCA defines stored materials as those materials that will not be incorporated into the project within 30 days.

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Are there materials stored on site that fit the above definition? [Yes/No]

Are funds requested for these materials this period? [Yes/No]

**Inspection company specific information such as disclaimers or notes regarding reliance**

[insert as applicable]

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## VII. PHOTOGRAPHS

[attach site photos]

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**VIII. COPY OF CURRENT AIA G702/703**

[attach copy of current AIA G702/703]